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 Class. Changed To: TS S O  
 Auth: H 28-36-78  
 Date: By: [ ]

22 December 1954

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MEMORANDUM FOR: Chief of Logistics

SUBJECT: Request for Publication and Dissemination of Information Concerning Execution and Use of Government Requests for Transportation (Vouchered Funds Travel - Domestic)

REFERENCE: [ ]

1. While I realize that it is impossible to write either a handbook or a regulation that will be applicable to all situations that may arise, my recent experience in attempting to collate all appropriate instructions and information needed to properly "administer" the book of Transportation Requests signed over to me by Travel Branch for use in connection with a forthcoming trip, leads me to inquire about the feasibility of creating a set of instructions, together with specimen TRs, for the use of others as poorly indoctrinated as I am.

2. On receiving my book of Type "A" TRs, I inquired of Travel Branch about the existence of collated information on completion of these forms in the field, especially such things as appropriation numbers, and I was referred to the reference above. However, despite the fact that almost every conceivable type of specimen travel order and travel voucher is contained therein, I was able to find no reference to the care and feeding of TRs. I suspect that this is a function of the fact that TRs are not used in the foreign field or within the Deputy Director (Plans) organization to any extent, and that [ ] was designed primarily as a service to administrative officers in the field.

3. My own suggestion would be that information of the sort I have requested might be contained in Section III of the reference, "Information for the Traveler," or by supplemental mimeographed instructions that would accompany every book of Transportation Requests that was signed over to an Agency employee undertaking this type of travel.

4. I am sure that personnel in your office who work with this problem on a daily basis have the matter well in hand, and could serve as advisors to anyone in their area on this matter, but for the independent traveler encountering TR's for the first time, the possibilities for incomplete or incorrect execution of the form are literally without number. Perhaps such information already exists in printed form. If so, I would appreciate being told that; I would also appreciate your reactions to my suggestion above.

SIGNED

SA-DD/A:JAC:mrp (22 Dec. 1954)

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Special Assistant to the

1 - DD/A Subject

1 - J.A.C.

Deputy Director (Administration)

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